



Facilities Financing's review of Over-The-Counter Permits – 5/10/17

1. While Facilities Financing is unable to provide while-you-wait reviews of Over-the-Counter (OTC) permits, reviews of these OTC building plans will be performed within two (2) business days after delivery of the plans to Facilities Financing at 1010 Second Avenue, 6th Floor of the East Tower.
2. It is highly recommended that building plans be delivered to Facilities Financing before all other discipline reviews are completed. If plans have already been signed off by other disciplines before Facilities Financing reviews them, any subsequent changes required by Facilities Financing will result in the need for corrected plans which will require stamp transfers from the other disciplines.
3. Before bringing building plans to Facilities Financing, please verify with the Development Services Department's submittal staff that a Project Number (PTS number) has been assigned to the project with an Appointment Review Cycle opened for Facilities Financing.
4. Refer to the [Building Permit Review for Facilities Financing](#) to ensure that the building plans have Facilities Financing's required project information.
5. Contact the appropriate [Facilities Financing Project Manager](#) to inform them that you will drop off the plans for review, and whether or not you would like the plans returned.
6. If the building plans do not have the required project information, Facilities Financing cannot successfully complete the review. The plans will require corrections and a subsequent review. If needed, the subsequent review will be performed after delivery of the corrected plans to Facilities Financing.
7. Once Facilities Financing has the required information on the building plans, as well as verification of approval by Structural and Zoning/Planning, the plans will be stamped and the project signed off in the Project Tracking System (PTS). The impact fees will be assessed and appear on the building permit invoice. Impact fees are due at building permit issuance.